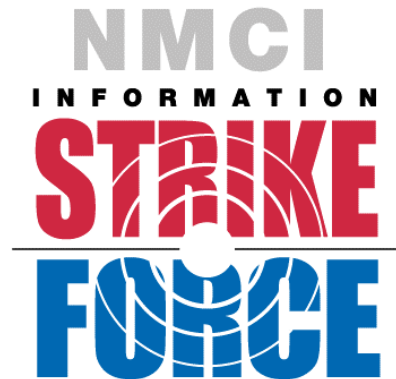


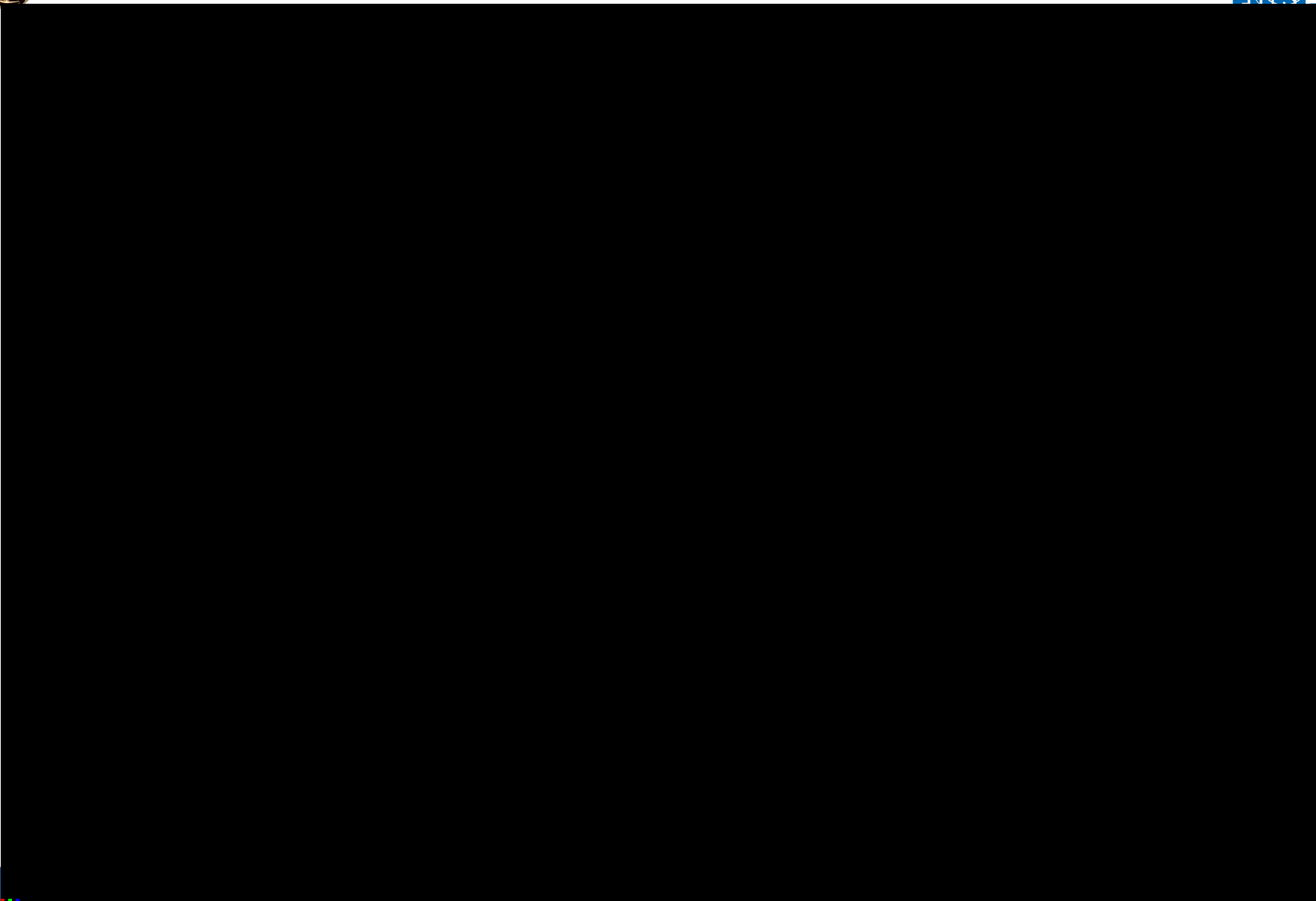
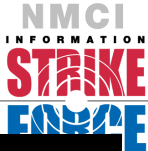
# *ISF Execution*



*The Transition Process*



# *NMCI Build-out Concept*



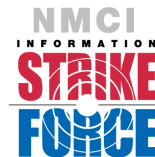


# *Training Outline*

- ☐ Transition Organization
- ☐ Transition Processes & Phasing
- ☐ Transition Management
- ☐ Review



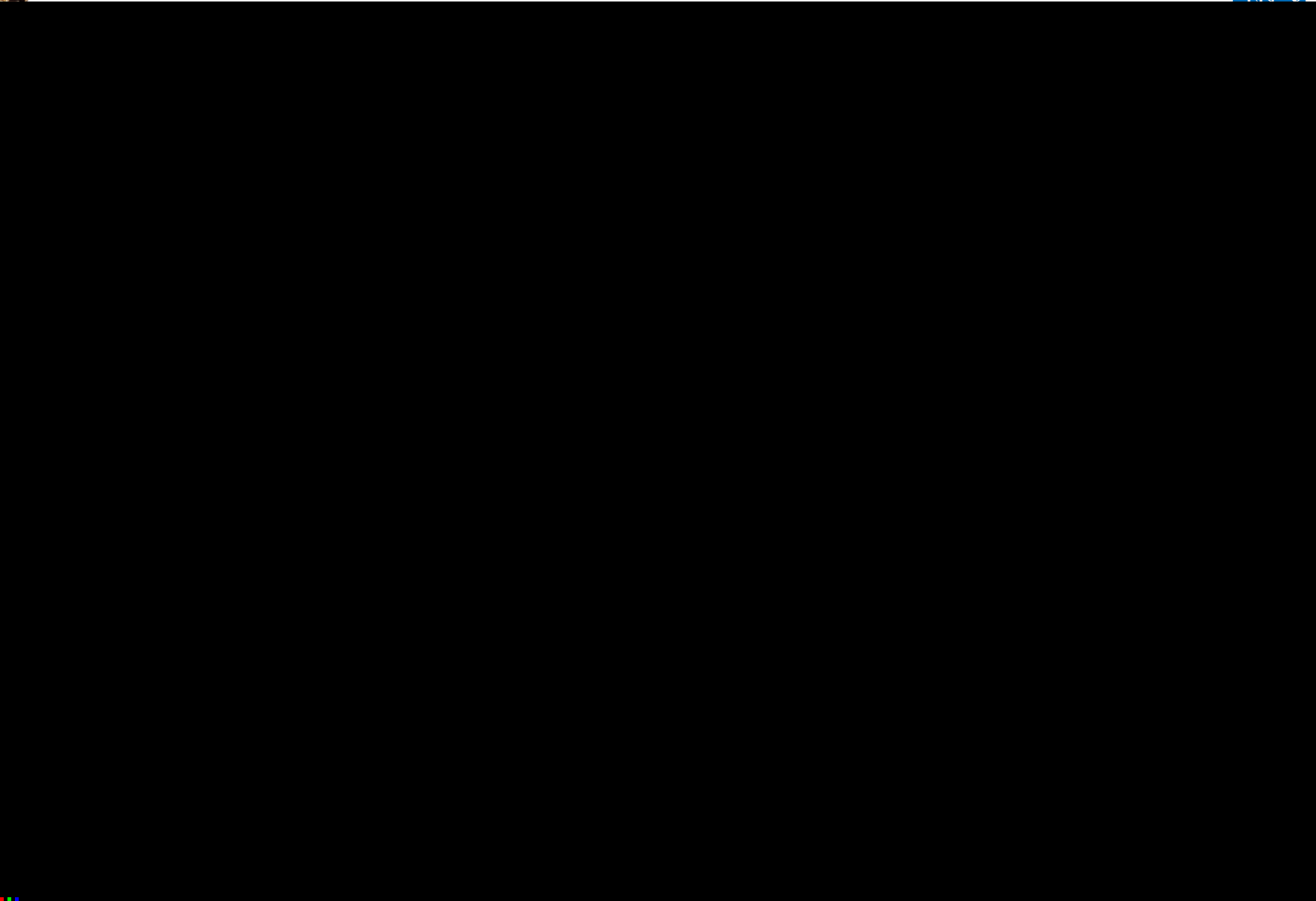
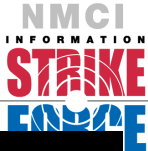
# *NMCI Mission*



*NMCI will result in an enterprise-wide network that will provide the Navy and Marine Corps with secure, universal and integrated access to voice, video and data services*

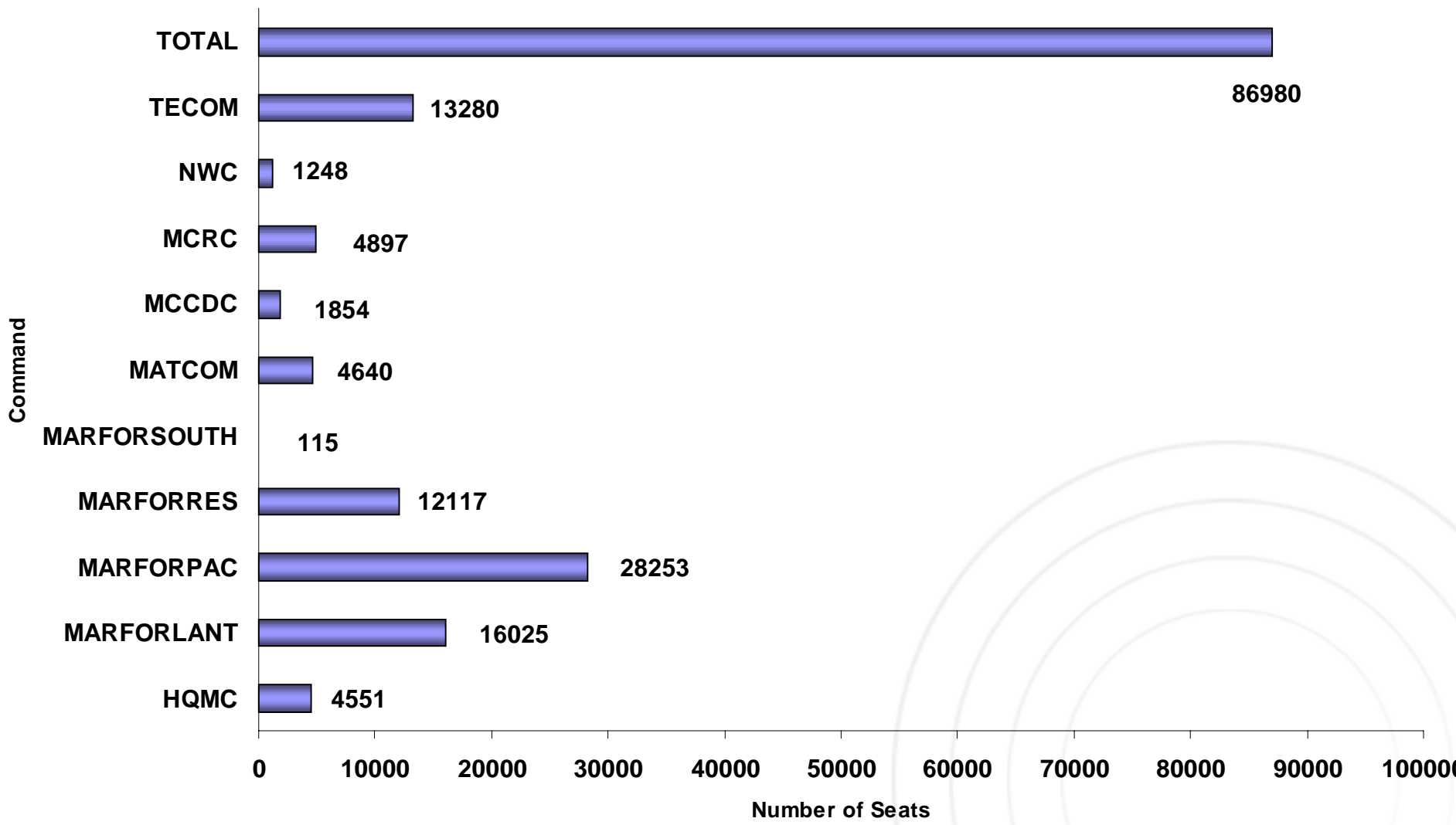
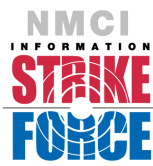


# *NMCI Objectives*



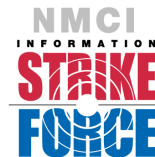


# Total FY02 USMC Seat Totals





# *Strategies Going Forward*



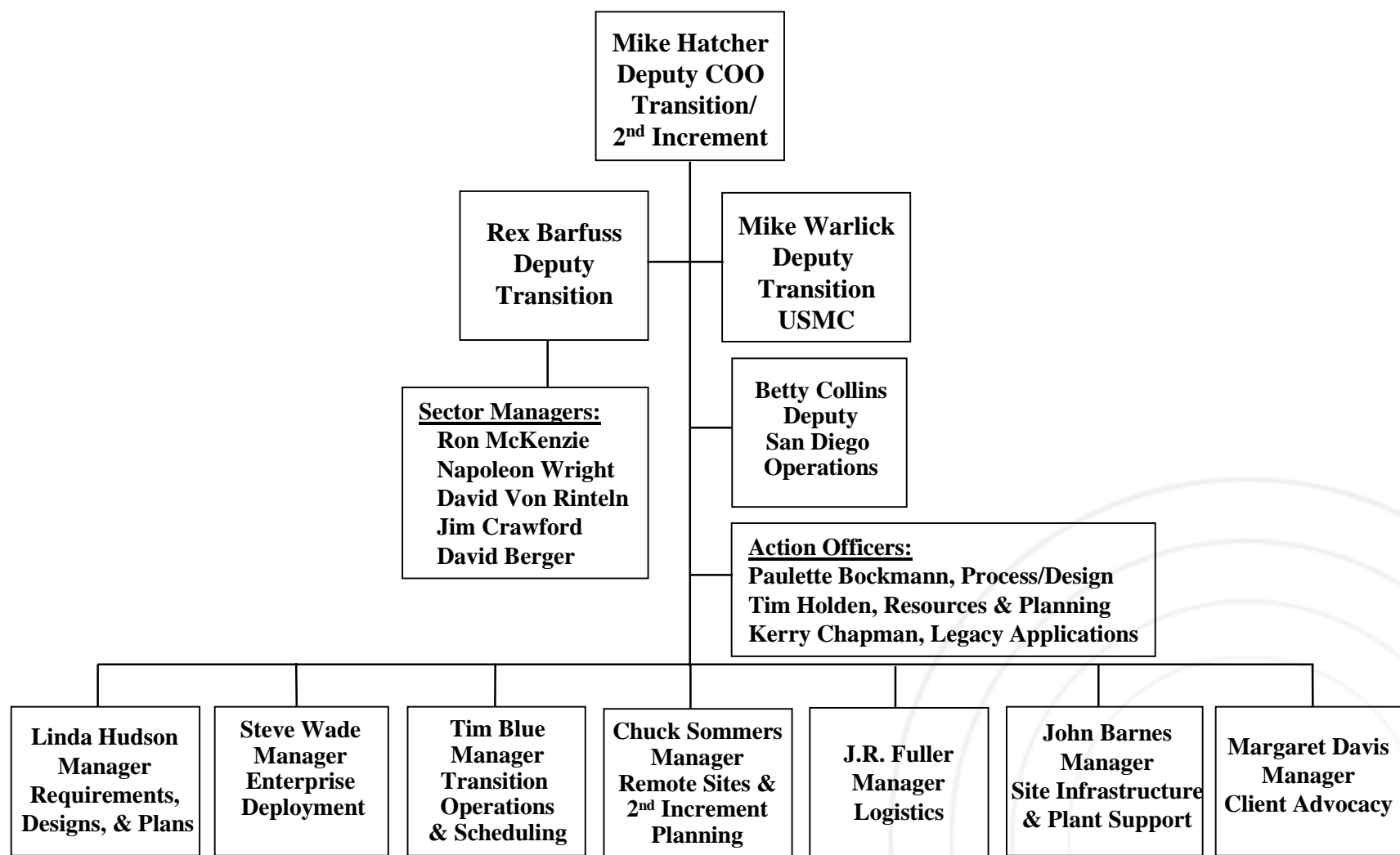
- **Identify facilities now**
- **Start early on server farms**
- **Proceed now on legacy apps provisioning efforts**
- **Data call to sites for shared infrastructure**
- **Request completion of PSQs as soon as orders are received and evaluated**



<http://www.eds.com/nmci/transition.htm>



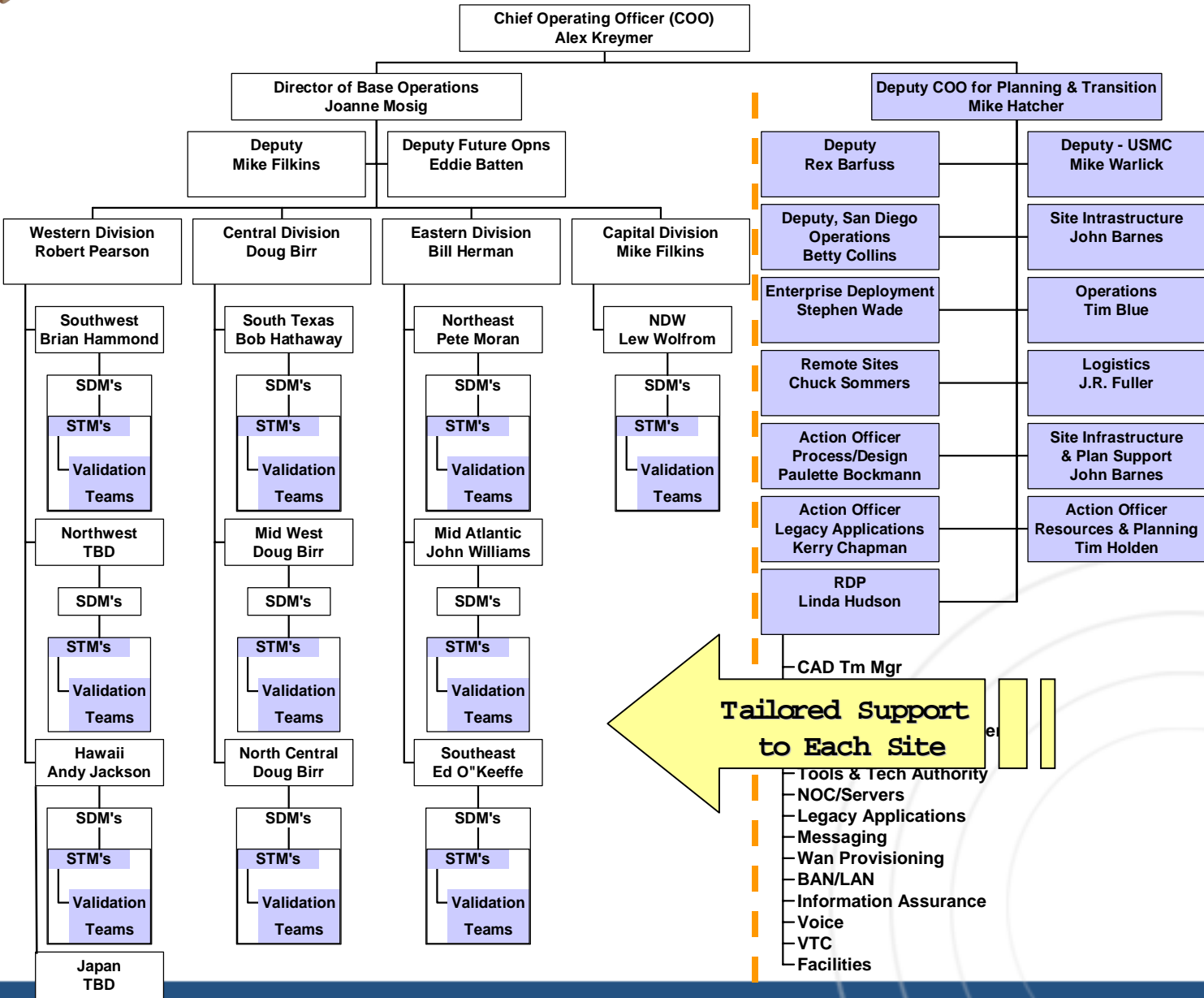
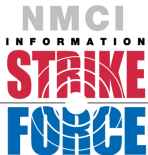
# *Transition Organization*





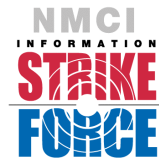


# Transition Tailoring





# Site Roles & Responsibilities

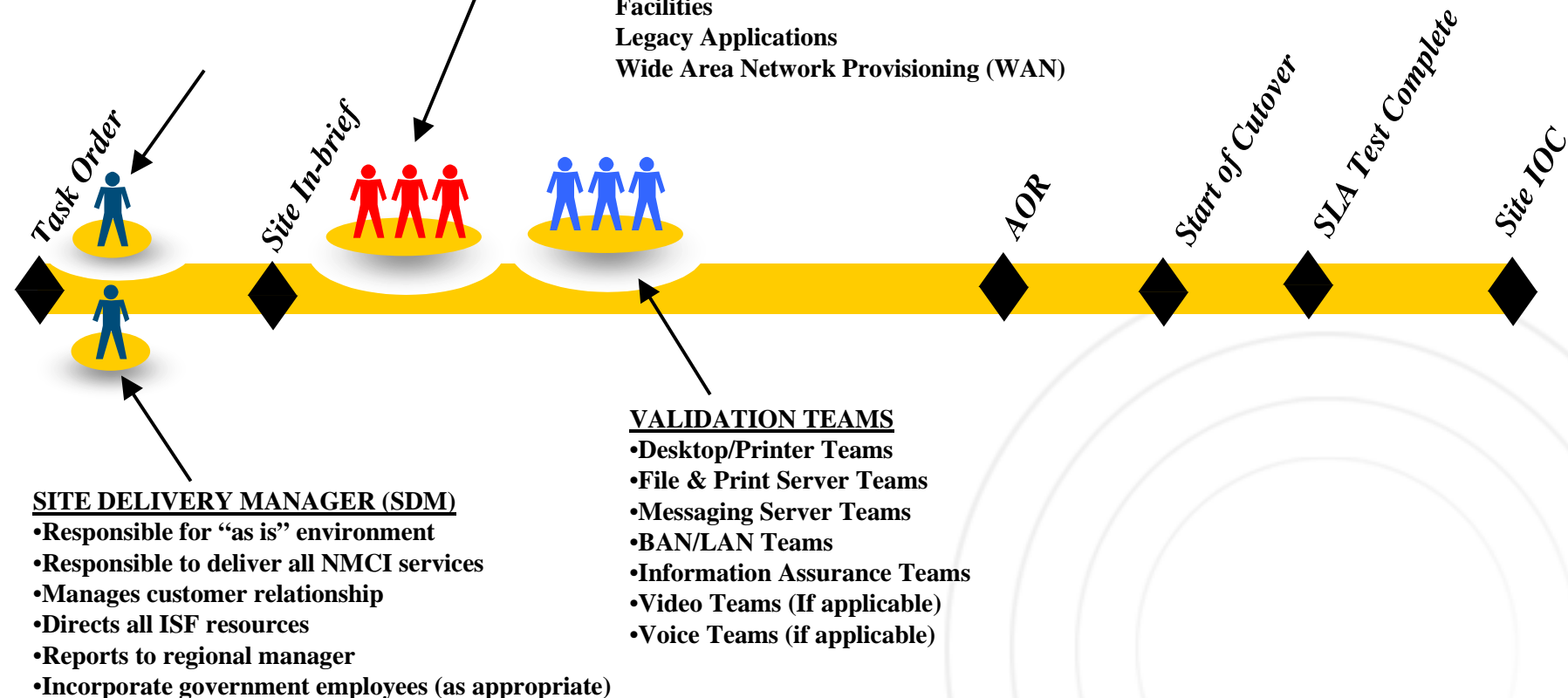


## SITE TRANSITION MANAGER (STM)

- Responsible for all transition activities at the site
- Delivers status reports to the SDM
- Escalates issues and reports to SDM

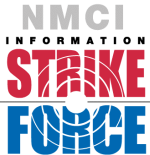
## VALIDATION TEAMS

- Begin essential work early in Phase I that could pose threats to meeting AOR or Cutover in the schedule.
- Matrixed as required at each site
- Report to the STM,
- Focus:
  - Facilities
  - Legacy Applications
  - Wide Area Network Provisioning (WAN)





# Transition Overview



30 Days

Phase 1  
90 Days

Phase 2  
30-60 Days

Phase 3  
30-60 Days

- Information Assurance
- Legacy Applications
- Facilities
- WAN/BAN/LAN
- Desktop Surveys
- Server Surveys
- Security Hardware
- WAN/BAN/LAN Surveys
- Desktop Profiles
- Server Design
- IA Design
- WAN/BAN/LAN Design

Long Lead Activities

Detailed Surveys

Environmental Works Drawings

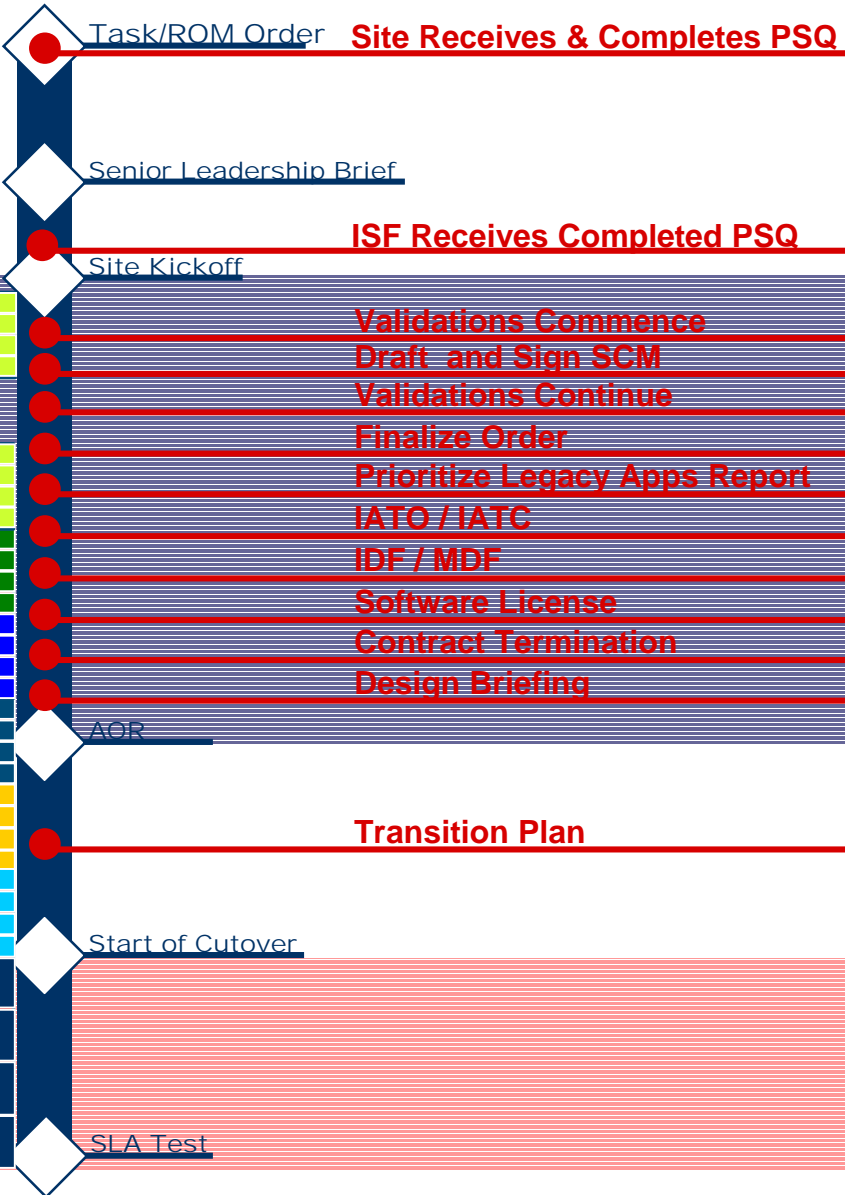
- Directory / PKI
- Server Install / Test
- IA Install / Test
- WAN/BAN/LAN Install / Test

Infrastructure Buildout & Test  
WAN/BAN/LAN

WAN/BAN/LAN Install / Test

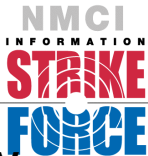
File & Print Migration  
Desktop test

Desktop Rollout





# Transition Process



## Phase I Detailed Engineering

### *Planning Change*

- Activity Briefings
- Activity All Hands Briefings
- Transition Government Workers
- Contract for Local Workforce
- Complete Site Concurrence Memorandum
- Conduct Detailed Engineering for Site. Perform Site Survey and Asset Inventory Document System Baseline
- Engineer Site Enterprise
- Conduct Facilities Planning
- Engineer Site-Specific Building Blocks
- Submit Security Accreditation Documents
- Interim Authority to Operate Received
- Order Definitization

## Phase II Site Preparation

### *Preparing for Change*

- Operate and Maintain As-Is Environment
- Out Reach Activities
- Furnish, Install and Test Site Enterprise
- Test Site-Specific Building Blocks
- Begin Infrastructure Work
- Finalize Implementation/Cutover Plans
- Logistic Planning and Stage Equipment

## Phase III Site Transformation

### *Making Change*

- Configure and Install Equipment
- Roll-Out Desktops
- Start Cutover to Enterprise Services
- Monitor and Report SLAs
- Correct Areas That Are Not Meeting SLAs
- Continue Navy/Marine Infrastructure
- Facilitate Equipment Retrograde

## Phase IV Achieving SLA's

### *Proving SLA's*

- Monitor Enterprise and Site Services
- Monitor and Report SLA's
- Address/Fix Performance Issues
- Continue Infrastructure Work
- Conduct Configuration Audit
- Prepare Lessons Learned

Exit  
Criteria

AOR

Start of  
Cutover

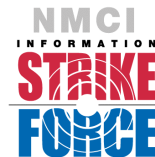
Site  
Meeting SLAs

Site  
IOC

Change Management Practices Applied Throughout



# ***Phase I - Detailed Engineering Planning Change***



## ▶ **People**

- ▶ Site Transition Manager
- ▶ Site Delivery Manager
- ▶ Validation teams
- ▶ Strike Force transition teams
- ▶ Locally contracted support
- ▶ Client advocate team

## ▶ **Key Activities**

- ▶ Perform asset inventory As-Is
- ▶ Perform site survey
- ▶ Conduct detailed engineering
- ▶ Engineer base enterprise services infrastructure
- ▶ Contract for local workforce (incumbents)
- ▶ Transition impacted government workers
- ▶ Train workforce
- ▶ Conduct facilities planning
- ▶ Conduct provisioning planning
- ▶ Conduct security planning

## ▶ **Products**

- ▶ Site Concurrence Memorandum
- ▶ Clarified NMCI order for Site
- ▶ Staffed/organized Site Delivery Team
- ▶ Provisioning order in process
- ▶ Local SAWG established



**Phase I**

**Phase II**

**Phase III**

**Phase IV**

**Phase V**

**Phase VI**



# ***Validation Teams/VTs – Long Lead Activities***

**Purpose: To handle long lead transition items that could impact transition schedule during Phase 1**

## **WAN/BAN/LAN**

- **Locate and survey installation demarc**
- **Survey outside cabling plant**
- **Monitor network egress points for current utilization**
- **Interface with site network infrastructure manager**

## **Facilities Team**

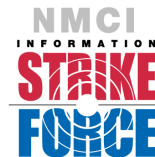
- **Identify and survey space for the base server farm and APEX communications rooms**
- **Interface with site facilities POC**

## **Legacy Applications Team**

- **Identify and begin the survey process of legacy applications**



# ***Validation Teams/VTs – Detailed Validation***



**Purpose:** To validate the current environment in preparation for site specific NMCI build out.

## **Desktop and Printer Validation**

- Conduct site Desktop and Printer assessment
- 25 Days, Team size based on 12 seats/day/person

## **Server Validation**

- Conduct Server assessment and migration requirements
- Team Lead plus 2 per 5000 seats

## **Information Assurance**

- Conduct site security assessment
- Interface with Information System Security Manager, Networking Personnel, and Security Manager
- Team Lead plus 3.

## **BAN/LAN Validation**

- Identify and survey inside cabling plant
- Team Lead plus 4 per 1000 seats

## **Messaging Validation**

- Identify messaging migration requirements
- Team Lead plus 3

## **Voice/Video Validation (as required)**

- Identify and begin the survey process for voice and video'
- Team lead for each.



# ***Phase II - Site Preparation Preparing For Change***

## ▶ **People**

- ▶ **Strike Force transition teams**
- ▶ **As-Is Workforce**
- ▶ **Augmented Workforce**
- ▶ **Site Transition Manager**
- ▶ **Site Delivery Manager**
- ▶ **Central design activities**

## ▶ **Key Activities**

- ▶ **Operate and maintain As-Is environment**
- ▶ **Begin infrastructure work**
- ▶ **Submit security accreditation documents**
- ▶ **Develop implementation/cutover plans**
- ▶ **Furnish, install and test base enterprise services infrastructure**
- ▶ **Stage equipment**

## ▶ **Products**

- ▶ **Assumption of as-is environment**
- ▶ **Systems engineering plans**
- ▶ **Implementation/cutover plan**
- ▶ **Equipment orders**
- ▶ **Test plans**
- ▶ **Local information assurance plans**



Phase I

**Phase II**

Phase III

Phase IV

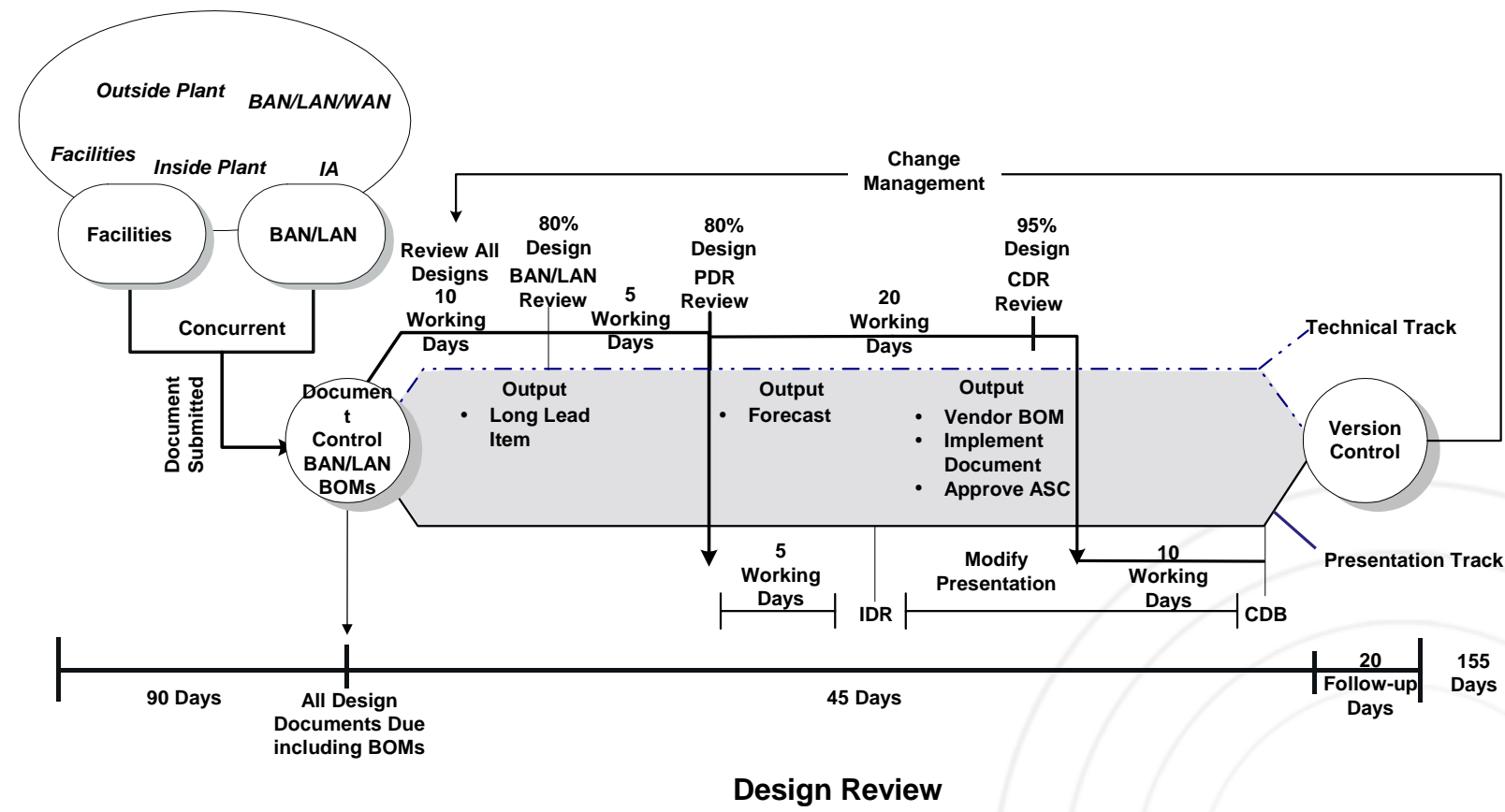
Phase V

Phase VI





# Design Review Process





# *Design Process*

## *Improvements*

- ▶ Formalized Review Teams
- ▶ Scheduled Reviews
- ▶ Cutoff point for changes
- ▶ Formalized Change Process
- ▶ Solid Design

## *Benefits*

- ▶ Early identification of long lead items
- ▶ Early identification of design issues
- ▶ Controlled changes
- ▶ On schedule delivery

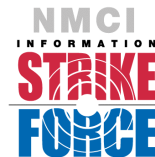
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## **How the Process Effects the User**

- ▶ Disciplined change process
  - ▶ Infrastructure finalized Early
  - ▶ Seat changes frozen two weeks prior to scheduled cutover
  - ▶ Changes will be implemented after cutover.



# *Phase III - Site Transformation Making Change*



## ▶ **People**

- ▶ As-Is Workforce
- ▶ Augmented Workforce
- ▶ **Site Transition Manager**
- ▶ Site Delivery Manager
- ▶ Enterprise services
- ▶ Central design activities

## ▶ **Key Activities**

- ▶ Train users
- ▶ Install equipment
- ▶ Configure equipment
- ▶ Test equipment
- ▶ Continue infrastructure work
- ▶ Cutover to enterprise services

## ▶ **Products**

- ▶ Configurations documented
- ▶ Test plans updated
- ▶ Disaster Recovery Plan/COOP plans updated
- ▶ Local information assurance plans



Phase I

Phase II

**Phase III**

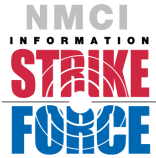
Phase IV

Phase V

Phase VI



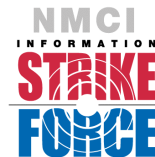
# ***Enterprise Deployment Site Implementation Plan***



- ▶ **NMCI Program and Standards Review**
- ▶ **Site-Specific Information**
- ▶ **Staging and Warehousing**
- ▶ **Infrastructure and Implementation**
- ▶ **Deployment**
- ▶ **Contractor Test and Evaluation**
- ▶ **Pre-cutover Activities**
- ▶ **Rollover Execution**
- ▶ **Rollover Validation**
- ▶ **End User Training**
- ▶ **Client Advocate Activities**
- ▶ **Out Brief**



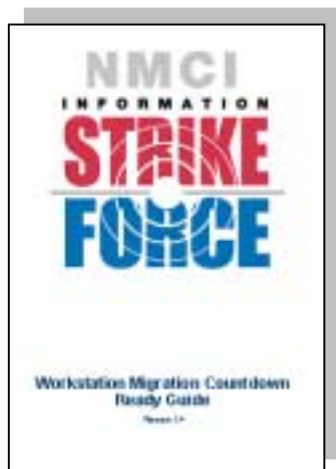
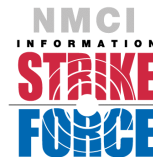
# ***Enterprise Deployment Information Requirements***



- ▶ **Ready/Steady/Go Guides**
- ▶ **Site Communications and Structural Information**
- ▶ **Workstation Matrix**
- ▶ **Workstation Profile Sheet**
- ▶ **Printer Matrix**
- ▶ **Bill of Materials**
- ▶ **Purchase Requests**
- ▶ **Transition Logistics Packet**
- ▶ **Desktop Validation Report**
- ▶ **Migration Checklist**
- ▶ **Staging Checklist**
- ▶ **New Deployment Checklist**
- ▶ **Limited Site Deployment Checklist**
- ▶ **Daily Deployment Schedule**
- ▶ **User Profile Sheets**
- ▶ **Validation Issues Report**
- ▶ **Daily Status Report**
- ▶ **Removal Order**
- ▶ **Certified Legacy Applications List**
- ▶ **Testing Procedures, Cases, and Documentation**
- ▶ **Standards Information**
- ▶ **Belarc Validation Report**
- ▶ **User Acceptance Form**
- ▶ **Testing Status Report**
- ▶ **Testing Lessons Learned Report**
- ▶ **Limited Site Deployment Alpha and Beta Checklists**
- ▶ **End User Orientation Materials**

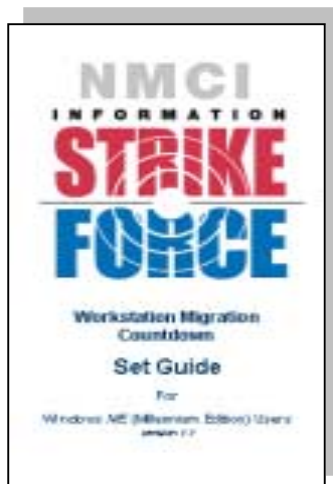


# Ready, Set, Go



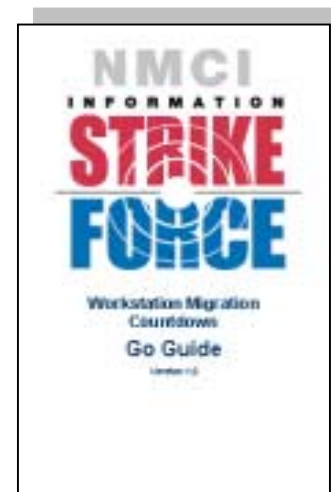
## Ready Guide

- Introduce users to the migration process;
- Let users know what role ISF members play in the migration process; and
- Let users know what their role is in the migration process.



## Set Guide

- Provide users with the instructions they need to prepare their existing workstations for migration;
- User are provided a Set Guide that corresponds with the operating system installed on his/her existing workstation.



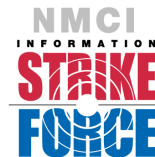
## Go Guide

- Ensure users are prepared for migration day; and
- Provide users with the instructions necessary to do the following:
  - ✓ Find their mail and data files on the NMCI workstation
  - ✓ Customize the NMCI workstation
  - ✓ Restore favorites/Bookmarks and Mapped Network Share Folders, if necessary



# *Phase IV - Achieving SLA*

## *Proving SLA's*



### ▶ **People**

- ▶ **Integrated onsite workforce**
- ▶ **Site Delivery Manager**
- ▶ **Enterprise services**

### ▶ **Products**

- ▶ **SLA Performance Reports**

### ▶ **Key Activities**

- ▶ **Monitor system performance**
- ▶ **Address/fix performance issues**
- ▶ **Train users**
- ▶ **Continue infrastructure work**



Phase I

Phase II

Phase III

Phase IV

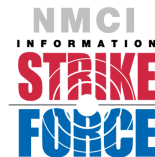
Phase V

Phase VI



# *Phase V - Continuous Improvement*

## *Optimizing performance*



### ▶ **People**

- ▶ **Integrated onsite workforce**
- ▶ **Site Delivery Manager**
- ▶ **Enterprise services**

### ▶ **Products**

- ▶ **SLA Performance Reports**

### ▶ **Key Activities**

- ▶ **Monitor system performance**
- ▶ **Address/fix performance issues**
- ▶ **Complete infrastructure work**



Phase I

Phase II

Phase III

Phase IV

**Phase V**

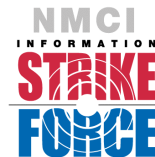
Phase VI





# *Phase VI - Feed back*

## *Document lessons learned*



### ▶ **People**

- ▶ **Integrated onsite workforce**
- ▶ **Site Delivery Manager**
- ▶ **Enterprise services**

### ▶ **Key Activities**

- ▶ **Document lessons learned**

### ▶ **Products**

- ▶ **SLA Performance Reports**



Phase I

Phase II

Phase III

Phase IV

Phase V

Phase VI



# *Remote Site Transition*

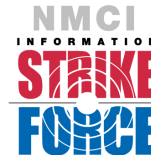
## **Remote Site:**

- Customer's geographically dispersed detachment(s) location.
- No on-site SDM or STM.
- Schedule can be tied to Customer's parent location.

<b><u>Type</u></b>	<b><u>Description</u></b>	<b><u>Primary Responsibility</u></b>
<b>1</b>	<b>Large Site – 200+ seats</b>	<b>Closest Regional STM</b>
<b>2</b>	<b>Connected Site – less than 200 seats, network connected</b>	<b>Closest Regional STM or Remote Site Coordinator</b>
<b>3</b>	<b>Non-military Site – NMCI service not on military sites</b>	<b>Closest Regional STM or Remote Site Coordinator</b>
<b>4</b>	<b>Contractor Site - NMCI service required</b>	<b>Closest Regional STM or Remote Site Coordinator</b>
<b>5</b>	<b>Dial-up Site – only connection is via dial-up</b>	<b>Parent Site STM</b>



# *Transition Management*

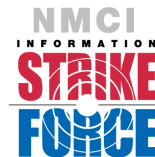


- **Enable the Site & ISF Transition Team to:**
  - ✓ **plan**
  - ✓ **communicate**
  - ✓ **coordinate**
- **Focus management attention at the right level**
- **Deal quickly and effectively with issues**
- **Provide visibility to management**
- **Give all stakeholders confidence in the delivery of NMCI**

**Joint Planning = Joint Success.**



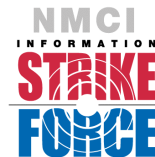
# ***Transition Management Tools***



- **Preliminary Site Questionnaire (PSQ)**
- **Assumption of Responsibility (AOR)**
- **Site Concurrence Memorandum (SCM)**
- **Implementation Schedule**
- **Transition Plan**



# *Preliminary Site Questionnaire*



**Purpose:** Assist in a smooth transition from the current state of information services to the common computing and communications environment provided by the NMCI

**Provides:** Planning information that is necessary in preparation of a successful NMCI implementation

**Focus:** Areas affecting security, IT systems, infrastructure, programs, personnel, mission, and contracts

**A tool to assist commands in NMCI data collection prior to their transition**



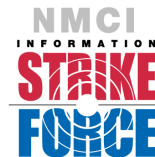
# *Preliminary Site Questionnaire*

## **A Snapshot:**

- **Data Network Organization**
- **Registered IP Addresses**
- **Current Network Infrastructure Components**
- **Current Servers**
- **Wide Area Network (WAN)**
- **Local Area Network (LAN)**
- **Legacy Software Applications (non-COTS)**
- **COTS Software Applications**
- **Existing Hardware**
- **Trouble Call / Help Desk Support**
- **COMSEC**
- **Information Assurance**
- **Contracting / Procurement**



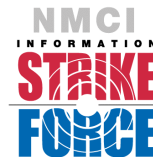
# *What is AOR?*



- ❑ **Assumption of Responsibility**
- ❑ **Assumption of Responsibility (AOR) is defined as the date when responsibility for operating the "as-is" environment, for work defined by the ordered NMCI CLINs, shifts from the government and its local contractors to the Strike Force.**



# *Strike Force*

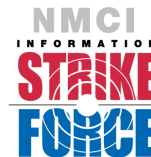


- ☐ Establish a Site Transition Team.
- ☐ Detail impacted Government employees to the Strike Force Site Delivery Team (SDT) using the AOR date as the effective date. <sup>1</sup>
- ☐ Recommend lease/license/contract transition logistics.
- ☐ Develop the change management communications plan.
- ☐ Establish the client advocacy program and incorporate into the SDT.
- ☐ Conduct initial site surveys.
- ☐ Develop site concurrence memorandum (SCM). The SCM recommends Government and Strike Force responsibilities with regard to modification of facilities and other NMCI support infrastructures.
- ☐ Survey, design, and order long-haul circuits to support NMCI requirements with an installation date no earlier than AOR and no later than required to support NMCI service set rollouts.
- ☐ Identify preliminary GFE equipment listing.
- ☐ Initiate designs for facilities and environmental support.
- ☐ Initiate designs for NMCI service sets.
- ☐ Initiate technical cutover planning.
- ☐ Establish Strike Force component to the local Security and Accreditation Working Group.
- ☐ Address other significant issues as they arise.





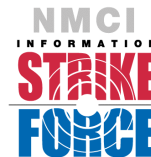
# *Government Activities*



- ☐ Assist in development of site transition plans. Government activities include identification of "as-is" operational procedures, processes, people, hardware and software that will be affected by the NMCI task order and co-development of the transitional details affecting people, processes and services following AOR.
- ☐ Identify Government employees who will be eligible for NMCI employment.<sup>1</sup>
- ☐ Establish Government's component to the local Security and Accreditation Working Group.
- ☐ Prior to AOR, provide EDS a list of contractors and relevant contracts by site.
- ☐ Provide available license rights to use all NMCI software.
- ☐ Provide existing C&A documentation or IATO/ATO will be granted for each site.
- ☐ Initiate termination/cancellation/modification actions, as appropriate, according to Strike Force-recommended lease/license/contract transition logistics, using AOR as the effective date of termination/cancellation/modification.
- ☐ Review SCM. Provide concurrence, as necessary, to determine an AOR date.
- ☐ Prior to AOR, provide a list of all leases by site that affect NMCI.
- ☐ Establish a site transition team.
- ☐ Provide preliminary listing of mission-critical legacy applications.
- ☐ Provide rationalized list of legacy applications
- ☐ Provide documentation for all COTS/GOTS Targeted for the NMCI environment



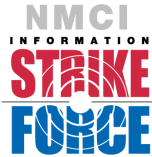
# ***Readiness for AOR Meetings***



- ▶ **Site Delivery Manager & Site Transition Manager**
- ▶ **Scheduled with CO/XO**
- ▶ **Full representation from all VTs (Gov't and ISF)**
- ▶ **AOR checklist review**
  - ▶ **Status of completion and action items**
  - ▶ **Suspense date and responsible party assigned**
- ▶ **Review the Site Concurrence Memorandum:**
  - ▶ **GFF identified**
  - ▶ **Impacted personnel**
  - ▶ **Transition workforce teaming arrangements**
  - ▶ **Any item of special interest that should be noted for the record**



# *Site Concurrence Memorandum*



**Purpose: Document site-specific agreements and high-level issues requiring agreement throughout the transition phases**

- **The SCM details the Government and ISF roles and responsibilities with regard to the pre-AOR, AOR, and cutover phases**
- **The SCM does not override the language in the NMCI contract**
- **The SCM defines the roles, responsibilities and schedule to support NMCI requirements at Government sites**
- **The SCM defines the roles and responsibilities for the transportation, storage, positioning, program support, physical access, work environment, IT support, quality of life and installation of NMCI desktops at Government locations**
- **The SCM template is posted at:**

**[http://www.eds.com/nmci/scm\\_template.doc](http://www.eds.com/nmci/scm_template.doc)**

**The SCM is intended to assist site and transition management to prepare for upcoming transition activities**



# *Site Concurrence Memorandum*



## **Program Support**

- Access to senior management and decision makers
- Change Management/Configuration Control processes
- Schedule Coordination
- Security Clearance processing
- Phase exit agreements

## **Physical Access**

- Base or campus environment badges
- Specific building access badges
- Specific facilities, such as server farms, wiring closets, as required
- Escorts until badges have been processed and delivered

## **Information Access**

- Existing infrastructure baseline network and systems documentation
- Existing systems and technical architectures
- Existing legacy application(s) information
- Available Points of Contact to acquire necessary (missing) baseline information
- Facility wiring and related diagrams, as required

## **Work Environment**

- Adequate personal workspace and document storage
- Incidentals such as paper, pens, copy machine access
- Phone and entry into directory as appropriate
- Long Distance (calling card basis) capabilities
- Mail Stop (or similar) functionality
- Adequate staging facilities – e.g., Size, Power, Network connectivity, Location
- Adequate Training/Briefing facilities

## **IT Services**

- Office Automation, e.g., PC, applications suite, printer access
- Email Accounts and Access
- Network Connectivity
- Internet Access

## **Existing Operations**

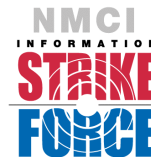
- Access to operational personnel or designated interface
- Technical configuration and interfaces change
- Remote Server Farm/Facilities (when interaction and services required by facility not within NMCI scope)
- Legacy Applications and interfaces

## **Quality of Life**

- Emergency Medical Services
- Base Privileges for traveling teams, e.g., Commissary, Exchange, Post Office
- Parking
- Base or Campus Shuttle Services if present



# Site Implementation Schedule



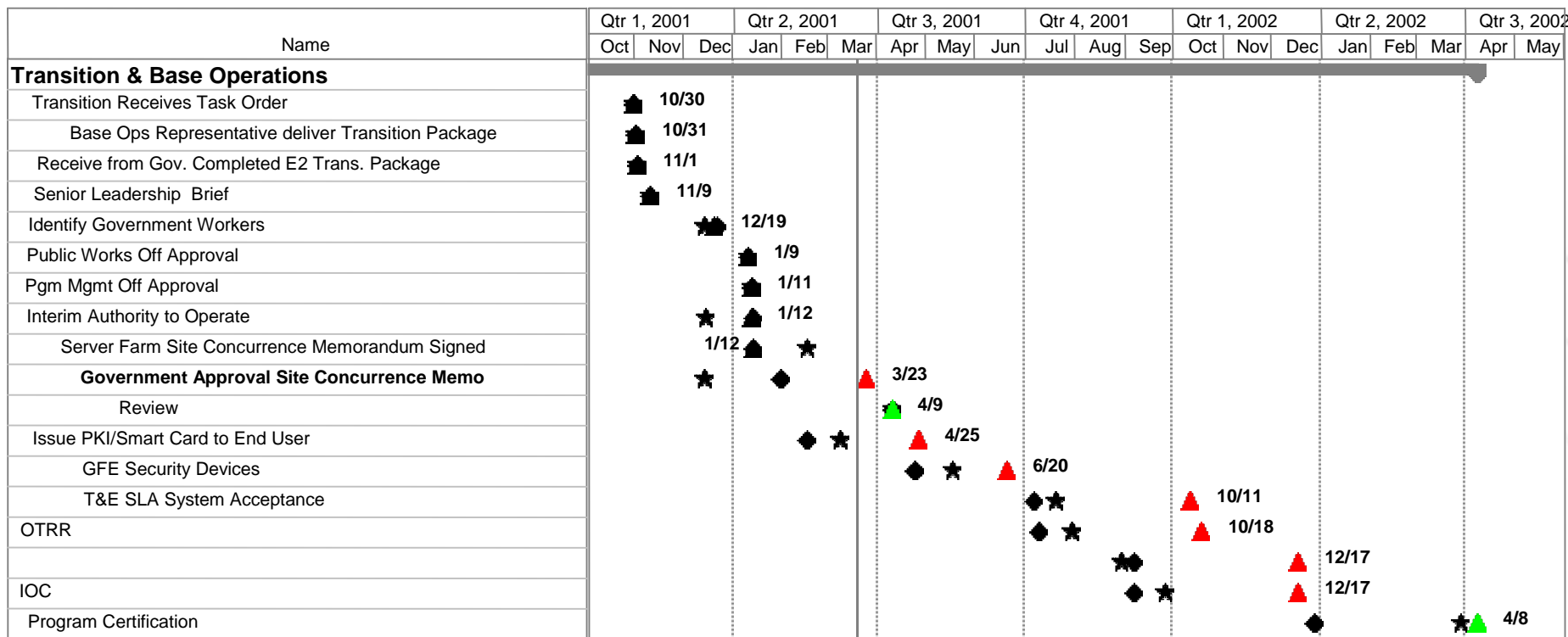
Standard Planning Processes, Templates & Tools

Organization Breakdown Structure (OBS)

Interdependencies

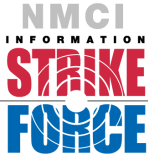
Internet-Based Tool

Resource Management



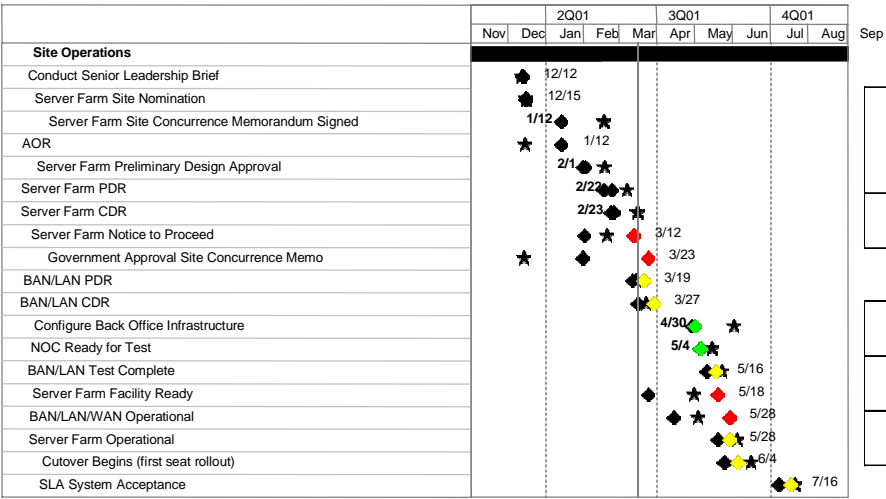


Division Manager	Regional Manager	Site Delivery Manager	Site Transition Manager	Base Cmdr.	CTR
Mike Jones	Mary Smith	Greg Heard	Jim Lock		



# Situation Board

## 0-1 Level Milestones



AOR DATE: 12 October 2001

### BIGGEST ISSUES:

Refining legacy applications survey process. In the interim we have increased manpower to meet timeline. Continuing to work with Site in developing and refining process.	Yellow
Desktop validation process slowing,	Green

### UNRESOLVED ISSUES:

Awaiting delivery of final Definitized order	Red
Validation of desktop software licenses post desktop survey	Green
Contractor seat ordering process.	Yellow

☆ Original Baseline ◇ Pullback Baseline ◆ Current Date ◆ Completed

## Next Week's Milestones/Activities

Task Name	Feb	Mar	Q3 '01	Apr	May
BAN/LAN CDR			◆ 3/27		
BAN/LAN BOM			◆ 3/27		
Server BOM			3/28	3/28	
Data Migration Planning			3/26	3/30	
Issue PKI/Smart Card to End User			3/26	3/26	
Shipping Receiving Area Design			3/26	3/30	
Equipment Prep Area Design			3/26	3/30	

## Site Survey Statistics

FACILITIES		LEGACY APPS			BAN/LAN			MESSAGING		
Status	Total Apps Collected	NMCI Candidate Apps	Non-Candidate Apps	Status	Total Network Component	Complete Today	Cum. Complete	Status	% Complete Today	Total % Complete
Green	1983	264	128	Red	255		255	Green		100%
SERVERS				SECURITY			DESKTOPS			
Survey				Survey			Survey			
Total Servers	Complete Today	Cum. Complete	Status	% Complete Today	Total % Complete	Status	Total Desktop	Complete Today	Cum. Complete	Status
1012		1012	Green		100%	Green	12000	60	10028	Green

RYG = Condition



# *Transition Plan*

## *Format*

- ☐ **Executive Overview**
- ☐ **Transition Overview**
- ☐ **Transition Activities and Schedule**
- ☐ **Certification and Accreditation**
- ☐ **Interoperability Test Plan**
- ☐ **Security CONOPS and Disaster Recovery Plan**
- ☐ **Site Concurrence Memorandum**
- ☐ **AOR Checklist**
- ☐ **Site Points of Contact**
- ☐ **Physical Site Design**
- ☐ **Validation Reports**
- ☐ **Preliminary Site Questionnaire**

**Living Document  
Evolves throughout  
the Transition**



# ***Transition Enhancements***

- **Increased Emphasis on PSQ.**
- **Begin Work on Long Lead Areas Earlier.**
- **Begin Assessment & Validation of ‘as is’ Shortly After Site-in Brief.**
- **Accomplish “To-Be” Design before AOR.**
- **Shortened Period Between AOR and Start of Cutover.**
- **Reduce risk and interruption to USMC mission.**





# *Summary*



**Transition Organization**



**Transition Processes & Phasing**



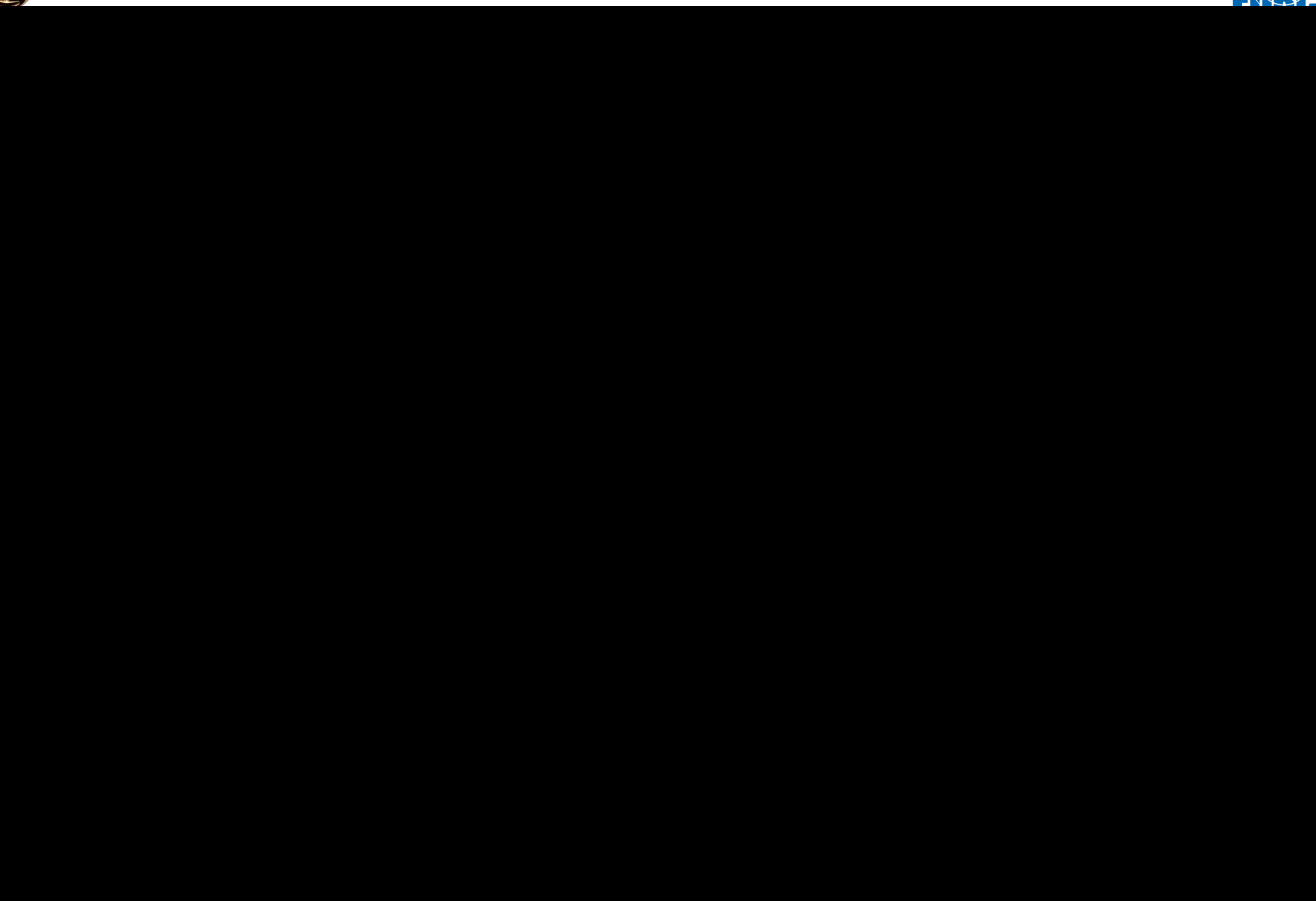
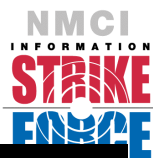
**Transition Management**



**Review**



# *NMCI Round-Up*





# *The Result*



*A superior Intranet  
and the service to back it up.*